

Bereavement and Compassionate Leave Policy and Procedure

1. Scope

- 1.1 The bereavement and compassionate leave policy applies to **all employees**, excluding casual workers and is available to employees **without a qualifying service period**.

2. Conditions

- 2.1 Employees may be granted **Bereavement Leave of up to five days (pro-rata) with pay as a result of:**

- the death of a member of their **immediate family***.

- 2.2 Employees may be granted **Compassionate Leave of up to five days (pro-rata) with pay as a result of:**

- the **critical illness**** of a member of their **immediate family***.

- 2.3 For the purposes of this policy, **immediate family*** is defined as spouse, partner, child, mother, father, brother and sister.

- 2.4 For the purposes of this policy, **critical illness**** refers to an emergency, life threatening illness.

- 2.5 Senior Service Managers will have discretion in whether an employee's situation fulfils the criteria to be granted Compassionate Leave. HR may be contacted for guidance.

3. Approval process

- 3.1 **A request for Bereavement or Compassionate Leave must receive approval from the relevant Senior Service Manager before commencement.** Managers may request evidence before or after the request is received.

- 3.2 However, the Council is aware that this may not be feasible in an emergency, in which case the employee should receive approval from their line manager or another available manager before commencement of the leave. The employee is then

responsible for ensuring approval is received from a Senior Service Manager as soon as practicably possible.

- 3.3 Compassionate Leave will only be available for an emergency, life threatening critical illness and therefore, at the point where this definition is no longer met, it is expected that employees will return to work or request another type of leave, for example Unpaid Leave.
- 3.4 In exceptional circumstances, Chief Officers have discretion to approve greater amounts of Bereavement and Compassionate leave than outlined, having considered the circumstances of the case. HR should be approached for guidance in these cases.
- 3.5 When approving Compassionate Leave, the aim is to assist the employee in remaining in work. HR should be approached for guidance to ensure that appropriate support measures and flexibility, which may include an additional period of Unpaid Leave for the employee, are in place.

4. **Recording Bereavement or Compassionate Leave**

- 4.1 If approved, the line manager must ensure that any absence approved under the Bereavement and Compassionate Leave Policy is correctly recorded onto the MyView system.

5. **Failure to return**

- 5.1 Failure to return on the agreed date after a period of Bereavement and/or Compassionate Leave will result in pay being suspended, and will be treated as an unauthorised absence which will be dealt with through the Disciplinary Policy and Procedure.

6. **Review**

- 6.1 This Bereavement and Compassionate Leave Policy will be reviewed two years after implementation or earlier in the event of further changes in legislation.

Document Control:

Version no.	Effective Date	Reason	Review due
1.0	May 2008	Provisions contained within Family Leave Scheme	
2.0	02.02.2016	Revised Policy to be agreed by JCC and Personnel Committee	